

City of Newport Beach - Building Department

ADMINISTRATIVE POLICY

Effective Date	Subject	Policy No.
February 12, 2004 Revised 4/18/2005	Guidelines for Site Survey	ADMIN 302.3

- A. A site survey including elevations and boundary is required for the following types of projects:
- New Construction
 - Building addition when required by the Planning Department due to proposed height of addition or proposed location in relation to the property line.
- B. Property corners along the sides of the property which adjoin a building addition are required to be monumented prior to foundation inspection.
- C. Property corners are required to be monumented prior to starting construction of a masonry fence unless an agreement is signed by the property owner on both sides of the property line.

The minimum requirements for the site survey drawing are as follows:

1. Show north point and scale.
2. Show location and description of all corner monuments.
3. Show and identify all property lines. Dimension length and specify bearing.
4. Show driveway, curb and gutter, and all existing site improvements (structures, walls, planters, stairs, etc.).
5. Identify all finish surface materials.
6. Provide a legend for all symbols used.
7. Locate all trees in public-right-of-way facing or within 20 feet of the subject property; power poles; utility boxes; etc.
8. Show center line of street and dimension width or ½ width.
9. Provide an on-site bench mark elevation at one of the front property corners. For sites within the special flood hazard area and sites on the islands, on the peninsula and in West Newport Beach use the elevation as determined from Orange County benchmark. Specify datum of benchmark (NGVD29 or NAVD88).
10. Provide relative elevations at the following locations:
 - a. All property corners.

- b. Around existing structure(s) at corners, including corners at jogs of exterior walls.
- c. At interior finish floor elevations.
- d. At bottom of all site walls. Indicate wall height.
- e. At bottom of elevated planters. Indicate planter height.
- f. A maximum spacing of 25' along the length and width of the property on all sides of an existing structure.
- g. Elevation contours for sloping sites every one foot elevation change.
- h. Three elevations equally spaced in the side yard of adjacent properties.
- i. Three elevations along the flow line in gutter and alley adjacent to site.
- j. "Survey reference elevation" to be used for roof elevation by architect.

Property corners to be monumented by a licensed Land Surveyor or registered Civil Engineer authorized to perform surveying by the State Board of Civil Engineers and Land Surveyors (Pre-1982 with numbers prior to 33,966).

Surveyor or Civil Engineer to submit a "Corner Record" or "Record of Survey" to the County Surveyor. Evidence of submittal for a "Record of Survey" to be submitted to the Building Inspector at or prior to foundation inspection.

Jay Elbetta, Building Director